

REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT			
ISD/M&CB Statistical Report					<input checked="" type="checkbox"/> STATISTICAL			
					<input type="checkbox"/> NARRATIVE			
					<input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)		
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY				
		<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)			
3		Monthly, plus Cumulative Report Semi-annually to EO/OL			Monthly - LSD and Branches, plus Semi-annually to EO/OL			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT			
LSD Format		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			LSDI 7-2			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR	
GS-11.6	\$6.68		1/2 hr		\$3.34		12 \$40.08	
GS-4.1	\$2.81		1/2 hr		\$1.40		12 \$16.80	
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR						\$56.88		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.								
See summary sheet								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						OTHER (explain)		
						MAN-HOURS		DOLLARS
						STAT		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION	
9 October 1970		Reports Officer, LSD/OL					(22-36-43)	